

**SUPPLY  
TECHNICIAN (INT)  
GS-2005-05**

**FINANCIAL  
MANAGEMENT**

## INTRODUCTION

This position is located in the Command Support Department, Resource Management Division. The incumbent is responsible for providing inventory control and documentary accountability of all petroleum and oil lubricants (POLs), liquid oxygen (LOX) and liquid nitrogen (NL2) products, initiates requisitions for replenishment, schedules deliveries, processes receipts and issues, maintains stock records, prepares reports as required and manages the POL allotted funds.

## MAJOR DUTIES AND RESPONSIBILITIES

Provides inventory management of bulk liquids. Reviews, interprets and implements operating procedures received from higher authority such as the Defense Fuel Supply Center (DFSC), Fleet Material Support Office (FMSO) and local instructions, in the development of local operating procedures affecting the fuel inventory accounting function.

Closes out the inventory of petroleum products (Oct fuel and aviation gas) as required for squadrons to meet BOR deadlines, OPNAVINST 73 10.D, computes usage by fleet activity, prepares and forwards billings. All products are closed out at the end of the month, usage computed for each customer (station and tenant), billings prepared and forwarded. In performing month end close out, incumbent must obtain storage tank temperatures and specific gravity and utilize same in computing/converting gross volume to net volume. Gain or loss adjustment is recorded at this time. (Computer generated ledger is compiled daily and keypunch information is forwarded to Comptroller each close out for input.) Reviews monthly Financial Inventory Report (FIR) ledger printout for accuracy and completeness. Coordinates adjustments and corrections to accomplish balancing of the FIR with physical inventory.

Maintains Fuel Inventory Records on all fuel products. Source Identification and Ordering Authority (SIOATH) is used to determine all order quantities and unit price. Maintains documentary files, initiates monthly reports to DFSC relative to fuel ordered but undelivered. Maintains product allotment ledgers for the Fleet Material Support Office (FSMO) to provide information on status of products. Ensured that funds are not over obligated, unused funds are credited and requests additional funds, if necessary. Controls OPTAR memorandum fund records. Records obligations and liquidations and makes accounting adjustments to the record when material is received.

Estimates requirements and initiates replenishment action for all products. Prepares purchase orders for all products indicating mode of delivery and delivery point, quantity, unit price and total money value- forwards to appropriate contractor. Amends purchase orders when a change in supply/demand or errors occur.

Responsible for the Status of Bulk Petroleum Products Report to the Naval Petroleum Office annually. Compiles and computes usage data and information

from all available sources in order to estimate the consumption of these products for the next fiscal year. Performs other document control, receipt, issue and inventory controls duties as required. Responsible for telephone contacts with higher authority, fuel contractors and local activities to solve problems or obtain information. Processes issue documents for petroleum products, maintains daily worksheets on motor gasoline issues chargeable to users. Sorts issue documents into appropriate expenditure accounts for cost accounting purposes and summarizes and types a monthly listing for transmittal to the Financial Inventory Report. Summarizes the total amounts of jet fuel issued to station activities and fleet units. Codes expenditure documents with applicable document and routing identifier, document number, cognizant codes and extended money value and prepares input sheet to the FIR. Posts expenditures to stock record cards. Maintains the records in balance with the physical inventory of each product.

Processes receipt documents, upon receipt of formal invoice from contractors, verifies money value, quantity and taxes, against the original receipt and the formal contract held for the appropriate period. Prepares acceptance if material and forwards documents to the Navy Petroleum Office. Maintains records to support California Motor Gasoline Tax Refund Report. Maintains BP-50 OPTAR and performs memorandum record keeping for the division. Provides a variety of clerical services. Prepares requisitions for supplies from stock and open purchase. Types from rough draft, correspondence such as memos, letters, messages, military personnel evaluations, investigation reports and technical reports.

Updates, revises, sorts calculates and manipulates data in spreadsheets to meet multiple report formats. Also, converts spreadsheets data into graphs, charts, etc. for standard report formats. Reformats or manipulates existing databases to meet reporting requirements. In doing this, the employee uses varied and advanced functions of software types.

Prepares and maintains cumulative gasoline usage records for all transportation equipment. Prepares documents for credit card gas bills, verifies incoming invoices for payment and calls vendors to discuss discrepancies. Assigns correct accounting data, and sends invoice to DFAS San Diego for payment.

#### Factor 1. Knowledge

1. Knowledge of standardized fuels inventory regulations, policies, procedures, or other instructions relating to the specific functions assigned. Familiarity with one or more automated inventory data bases to enter, correct, and retrieve recurring reports and to structure and retrieve specialized reports. Sound working knowledge of the structure of the organizations serviced.

#### Factor 2. Supervisory Controls

Work is performed under technical guidance of a lead accounting technician who issues general work assignments, controls flow of day-to-day work, and explains major changes in regulations or procedures. The leader provides additional specific instructions for new, difficult, or unusual assignments including suggested work methods or advice on source material available.

The employee uses initiative in carrying out recurring assignments independently without specific instruction, but refers deviations, problems and unfamiliar situations not covered by instructions to the supervisor or higher grade employee for decision or help.

The Leader assures that finished work and methods used are technically accurate and in compliance with instructions or established procedures. Review of the work increases with more difficult assignments if the employee has not previously performed similar assignments.

### Factor 3. Guidelines

Procedures for doing work have been established. A number of specific guidelines are available in the form of property accounting regulations, policies and procedures. Number and similarity of guidelines and work situations require the employee to use some judgment in locating and selecting most appropriate guidelines, references and procedures for application and in making minor deviations to adapt guidelines in specific cases. Employee may also determine which of several alternatives to use. Situations to which existing guidelines cannot be applied and significant proposed deviations are referred to supervisor.

### Factor 4. Complexity

Duties consist of related steps, processes or methods, such as performing routine aspects of technical property management functions. Employee decides what to do by recognizing the existence of and the differences among a few easily recognizable situations and conditions, and by choosing courses of action from among options related to specific assignments. Employee uses different sources of information and performs different kinds of transactions and entries.

### Factor 5. Scope and Effect

Work involves execution of specific rules, regulations, or procedures and typically comprises a complete segment of an assignment or a project of broader scope, such as when assisting a higher grade employee. Work affects accuracy, reliability, or customer requirements in supported organizations.

### Factor 6. Personal Contacts

Contacts are with employees in the same agency, but outside the immediate organization. Persons contacted generally are engaged in different functions, missions, and kinds of work, such as representatives from various levels within the agency or from other operating offices in the immediate installation and/or with members of the general public in moderately structured settings, as with vendor employees concerned with the status of orders and shipments.

Contacts are with members of the general public as individuals or groups, in a moderately structured setting (i.e., they are usually established on a routine basis at the employee's work place or over the telephone, the exact purpose may be unclear at first, and one or more of the parties may be uninformed concerning the role and authority of other participants). Typical contacts at this level are employees at approximately the same level of authority in shipping companies, vendor employees concerned with the status of orders or shipments, and others at comparable levels.

#### Factor 7. Purpose of Contacts

Purpose of contacts is to obtain, clarify, or exchange facts or information, regardless of the nature of those facts, which may range from easily understood to highly technical.

#### Factor 8. Physical Demands

Work is primarily sedentary. Employee may sit comfortably to do the work. There may be some walking, standing, bending, carrying of light items such as papers, books, or small parts. No special physical demands are required to perform the work.

#### Factor 9. Work Environment

Employee typically works indoors in an environment involving everyday risks or discomforts which require normal safety precautions typical of such places as offices or meeting rooms. Observances of normal safety practices with office equipment, avoidance of trips and falls, and compliance with fire regulations are required. The area is adequately lighted, heated, and ventilated.